

Position: Auditor (Entry-Level)

Opening Date: 04/17/2017

Announcement: CR 17-10

Closing Date: 05/19/2017

Company: Tennessee Valley Authority, Office of the Inspector General

Department: Organizational Effectiveness

Work Location: Knoxville, Tennessee

Salary: \$45,000+

Number of Available Positions: One

Named one of the "Best Places to Work" in the federal government in 2015 and 2016 by the Partnership for Public Service, the TVA Office of the Inspector General is a federally-mandated oversight organization charged with preventing and detecting fraud, waste, and abuse and fostering efficient and effective operations within the Tennessee Valley Authority. TVA is the largest government-owned electric utility in the United States, providing electricity to 9 million people in 7 states.

Organizational Effectiveness is part of the Audits and Evaluations organization within the Office of the Inspector General. Organizational Effectiveness performs risk-based reviews to assess operational and cultural areas, including strengths and risks that could impact an organization's ability to achieve its mission and goals. They focus primarily on identifying operational ineffectiveness, cultural areas for improvement, unmitigated risks, and fraud.

Principal Accountabilities:

1. Performs routine reviews supporting TVA's management in assessing operational and cultural areas to identify operational and cultural ineffectiveness.
2. Performs data collection and analysis of records and prepares written summaries of work performed and conclusions made.
3. Assists team leaders in conducting entrance conferences, exit conferences, and interviews. Assists in the taking of discussion notes and as directed, develops meeting write-ups and summaries that are clear, concise, and grammatically correct.
4. Assists in the preparation of clear, concise reports for reviews that are well-supported and comply with office policy on report formats.
5. Develops an understanding of the OIG's mission, vision, and values; responsible for learning the standard operating policies and procedures of the OIG.
6. Responsible for learning about TVA programs and operations and their major management systems.
7. Performs other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college/university in Business, Accounting, Finance, or a related field of study.
- Familiarity with computer-assisted audit and sampling techniques.
- Proficient with spreadsheet, data base, and presentation software.
- Ability to communicate effectively both orally and in writing.
- Comfortable speaking with individuals with varied backgrounds and experiences.
- Excellent analytical and organizational skills.
- A willingness to learn and apply knowledge and skills in new areas.
- Integrity, self-motivation, and initiative.
- Ability to interview and collect the views, feelings, and opinions of different individuals and analyze those responses from a business context to make meaningful recommendations to TVA management.
- Desire/Willingness to travel frequently throughout the Tennessee Valley.

How to Apply:

By Friday, May 19th, submit electronically a cover letter and resume to: oigcareers@tvaoig.gov. Announcement number should be included in the subject line of your email. Also, please note the source where you found the vacancy announcement.

For more information about our office, please see our Web site at <http://oig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.